

OFFICE OF TRAINING BULLETIN

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NEWS

250 AGENCY PERSONNEL HEAR CHESTER BOWLES LECTURE

Some 250 persons from most headquarters components of the Agency braved June heat in the R & S Auditorium to hear Chester Bowles discuss his most recent trip to the Indian subcontinent and Central Europe. The presentation, on 20 June, was sponsored by the Language and Area School. Mr. Bowles, former Ambassador to India and Nepal, described meetings with such national leaders as Nehru, Suhrawardy, Menon, and Khrushchev, and discussed the effect of U. S. foreign policy in the areas he visited.

EXPERIMENTAL BASIC SUPERVISION NIGHT CLASS RUN AT SPECIAL REQUEST

Recently, Management Training/Intelligence School introduced an experiment in its program by beginning a night course in supervision at the request of the chief of one of the registry groups in the Agency. This is a special adaptation of the regular Basic Supervision course. Sessions were held 3 nights a week (Tuesday, Wednesday, Thursday) 2000 to 2130 for 3 weeks.

NEW CORRESPONDENCE SCHOOLS CATALOG AVAILABLE AT YOUR REGISTRAR'S OFFICE

There is now available within the Office of the Registrar a catalog designed to assist a training officer or prospective student in locating a correspondence course within a subject field from among 49 colleges and universities throughout the United States offering correspondence courses. Most of the courses are at the collegiate undergraduate level. A few, however, offer graduate level courses or high school courses. Among some of the subject matter fields, which may be of interest to Agency individuals, are the following: accounting, business, commerce, economics, engineering, geography, foreign languages, mathematics, police science and writing.

Many of these home study courses are available to you regardless of your previous academic experience. For general information regarding enrollment procedures, enrollment fees, prerequisites and credit at a particular U. S. college or university, contact R/TR, extension 4005.

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SELECT PUBLICATIONS AVAILABLE TO YOU

Copies of the following OTR publications are available and may be requested through your Training Officer, or by calling the Chief, OTR Library, extension 3096:

Psychological Warfare : A Reading List, 8 pages, CIA INTERNAL USE ONLY, February 1957.

Espionage - A Selected Bibliography of Books in German and English, TR RM 0-531, 10 pages, Unclassified, October 1956.

OTR Bookshelf, TR RM 0-8, SECRET/CIA INTERNAL USE ONLY, August 1957 -- a list of books recently acquired by the OTR Library in addition to selected French titles on Intelligence from the Historical Intelligence Collection.

Alphabetical Area Index to the National Intelligence Survey, 5 pages, July 1957, CONFIDENTIAL/NOFORN.

Surplus copies of the following publications may be requested from the Chief, OTR Library, extension 3096:

The Intelligence Process, and The Content of Intelligence - Parts 1 and 2 of a three-part digest of Strategic Intelligence by Sherman Kent, Unclassified.

GLOSSARY OF INTELLIGENCE TERMINOLOGY
REVISED EDITION PASSES 1700 MARK

Some 1700 copies of OTR Manual TR RM 0-1, GLOSSARY OF INTELLIGENCE TERMINOLOGY, now are in use throughout the Agency. Requests for the publication, following initial distribution, have been substantial. If you are interested in obtaining a copy, contact extension 3735. (The cover is reproduced on the opposite page.) →

This is the revised edition, superseding that issued in October 1953, and "... is intended to satisfy the needs of instructors and students within the Office of Training, through the identification of intelligence terms which are in common usage."

In the FOREWORD, "The Office of Training expresses appreciation to individuals throughout the organization who submitted suggestions incorporated in this revision."

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OFFICE OF TRAINING MANUAL

PPS/TR



TR RM 0-1

G L O S S A R Y of INTELLIGENCE TERMINOLOGY

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TR REFERENCE MANUAL NO. 0-1

JANUARY 1957

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CLERICAL SKILLS QUALIFICATION TESTS
SCHEDULED FOR AUGUST - SEPTEMBER

Clerical Skills Qualification Tests in shorthand and typewriting, administered to on-the-job employees who must meet Agency standards, will be given during August and September on Mondays, in Room 508, 1016 16th Street, as follows:

12 August 26 August 16 September

(Typewriting: 1315 Shorthand: 1400)

Because testing would ordinarily be given on 2 September, which is Labor Day, the above dates are a variation from the usual testing pattern.

Supervisors who wish to have employees tested should get in touch with their Personnel Placement Officers. The officers will arrange for test registration.

Usually, employees who do not meet the Agency clerical skills standards in these tests should be enrolled in the Clerical Refresher Program, listed in your office copy of the OTR Catalog as courses B-12 to B-19.

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DEPARTMENTAL BRIEFING SERVES IAC
OCR, OCI PERSONNEL ALSO ATTEND

Recently, the Departmental Briefing was conducted for 60 persons from the Army, Navy, Air Force, State, NSA, and USIA. General John Cassidy, Staff Director of the President's Board of Consultants, was present.

The Departmental Briefing is a 3-hour IAC-oriented briefing on intelligence which is given once a month. The DDCI usually opens the program with a word of welcome. Then the OTR Orientation Officer lectures on the Federal intelligence system, with particular emphasis on CIA's services of common concern and its coordinating role.

Recent response to this program by other agencies has been good. The Office of the Chief of Special Warfare, Department of the Army, has just asked for monthly reservations to attend the Briefing. The National Security Agency has requested that its 10-week Senior Staff Officers Course be opened with the presentations that now make up the Departmental Briefing.

In addition, persons from the Agency, specifically OCR and OCI, periodically attend the Briefing, which is listed in your office copy of the OTR Catalog. For information concerning it, please call Paul [REDACTED], extension 3601.

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GERMAN BIBLIOGRAPHY PRAISED
DEPARTMENT OF STATE REQUESTS COPIES

Germany: A Bibliography (revised edition, December 1956, unclassified), prepared by the Language and Area School with the OTR Library staff's help, soon will be used by the Department of State in the orientation of middle and senior grade personnel for field assignment.

Jonathan Dean, of the Office of German Affairs, has requested an allotment of copies, stating that this bibliography has created "a sensation" in the Department! It is unique in its listing of the most useful materials on Germany, in English, published since World War II.

Another revised edition is planned for the fall as a teaching aid in the Basic Country Survey - Germany which begins on 15 October. One section of this revised edition will include titles in German for the use of the new full-time intermediate German language class (Integrated Language/Area Study - Germany), to begin on 14 October, which will concern itself with area materials.

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NON-DUTY-HOURS LANGUAGE COURSES
NOW SCHEDULED ON TRIMESTER BASIS

Non-duty-hours language classes will be offered three times a year in any language for which a minimum of 5 people apply. Following is the schedule for the coming year:

3 Sep 57 - 20 Dec 57
6 Jan 58 - 25 Apr 58
5 May 58 - 22 Aug 58

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REGIONAL SURVEY - FREE EUROPE #2
LECTURES ATTRACT CAPACITY AUDIENCE

From 30 to 35 persons attended most of the lectures dealing with history and national strategic problems in the recent Regional Survey - Free Europe #2, filling the Area Lecture Room, 2132 Eye Building, to capacity.

Special visiting lecturers included:

Dr. Fritz Kraemer, Deputy Chief of Public Affairs Division, Department of Defense, on "Background of World Wars I and II";

Allan Evans, Director of the Office of Intelligence Research, Department of State, on "Impact of World War II on Europe";

Albert Irving, Deputy Chief of the Division of Research for Western Europe, Department of State, on the United Kingdom.

* * * * *

Request for Internal Training. Form No. 73 (2 copies), must be received by the Registrar/TR no later than the first working day of the month preceding the beginning of the class.

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S-E-C-R-E-T

LANGUAGE STUDY PROGRESSES

Current enrollment in internal language training courses is approximately 159; enrollment in self-study programs is approximately 201.

Current enrollment in non-duty-hours language courses, morning and evening classes, is 120, studying French, German, Italian and Spanish.

The Language Laboratory, 2132 Eye Building, was utilized by 214 students during the past month, for a total of 1944 hours, in the study of 18 different languages.

Language Proficiency examinations recently were taken by 58 people from various Agency components. The languages were:

Arabic	Italian
Chinese (Mandarin)	Japanese
French	Russian
German	Spanish

OTR Qualifications Review and Placement Panels recently met to consider people for the following language studies:

German	Spanish
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NON-DUTY-HOURS LANGUAGE TRAINING INSTRUCTORS NEEDED FOR A.M. & P.M. JOIN NOW! CALL IAS/TR, EXT. 4437

The Volunteer Instructors' Roster now includes about 80 persons who have indicated interest in teaching about 30 languages in the Agency's Non-Duty-Hours Language Training Program.

So far, over 20 of these volunteers have assumed responsibility for classes in German, French, Russian, Finnish and Chinese. Others will be invited to conduct classes as demand develops. Each volunteer instructor is compensated at the normal overtime pay rate, on a basis of 15 hours for each 2-week pay period.

At present, there is not a surplus of volunteers for any language. Current need is for instructors in Romance, Germanic and Slavic languages. IAS/TR also is interested, however, in adding to the Roster instructors for unusual languages -- such as those of Southeast Asia and Black Africa.

Next classes to be organized will begin on 3 September and conclude the 16-week trimester on 20 December 1957.

If you will teach an A.M. or P.M. class, please phone extension 4437 for a Roster Reference Card; fill it out and return it to IAS/TR (2129 Eye Building). Your name will be added to the Roster and, as need develops, you will be contacted to determine whether or not you currently are interested in assuming an instructional post.

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S-E-C-R-E-T

INTEGRATED LANGUAGE/AREA STUDY
GERMANY.....FRANCE.....ITALY

You are invited to study Germany in German, France in French, or Italy in Italian. OTR will inaugurate these three 10-week Integrated Language/Area Studies in 1957-1958. The Germany course will run 14 October - 20 December; the France course 10 March - 16 May 1958; the Italy course 20 September - 5 December 1958.

These will be full-time courses, emphasizing language instruction at the intermediate level. They are intended for graduates of our Basic (Full-Time) language courses or for other qualified employees desiring to refresh their foreign language. Enrollment will be limited to 8 persons.

Area knowledge -- through the use of teaching materials concerned with the country -- will be the principal by-product of these new courses. Another will be familiarity with the vocabulary of public affairs, actually in use in that country, along with practice in discussing domestic and foreign problems. A few hours also will be devoted to intelligence terminology.

Simultaneously, a part-time Basic Country Survey, in English, will be scheduled on the country concerned. These will be the first offerings of the Basic Country Surveys on France and Italy.

In the new Integrated Language/Area Studies, the time requirements of language drill will limit the quantity of area materials to be studied, but a class will benefit from the simultaneous running of the Basic Country Survey on the country. The Integrated Language/Area Study class generally will attend two lectures a week in the survey course as a means of acquiring additional ideas for subsequent discussion in the language. Also, a considerable number of bilingual guest lecturers in the survey course will move on, later the same day, to lead a discussion or to lecture in the foreign language on a phase of the material previously covered in English.

Area materials in the language will be drawn from the fields of history, geography, cultural pursuits, economics, government, politics, social conditions, and foreign affairs. Vocabulary drill and recitation on assigned texts will be followed up with short talks by the students, lectures by specialists, and group discussions.

These full-time, intermediate language courses are expected to raise the student's competency to a level substantially above what OTR heretofore has aimed to achieve, that is, to a stage of considerable fluency in the use of a general vocabulary.

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OTR PANELS PROVIDE SERVICE
TO SUPERVISORS AND INDIVIDUALS
CONTEMPLATING FULL-TIME STUDIES

OTR Qualifications Review and Placement Panels evaluate individual qualifications and recommend appropriate study programs for all candidates seeking full-time training - language and area (internal or external), and other types of external training - involving 7 or more weeks.

Qualifications are evaluated in terms of the requirements of the specific training activity proposed by the candidate's office. In addition, alternative methods of training are considered where such seem better suited to the individual's abilities or the training objective, or both.

As a service to supervisors, and individuals, panel recommendations may be requested before an actual decision to submit a training request has been made. Use of this service makes available to supervisors additional information that may assist them in selecting candidates for full-time training. Individuals desiring to know whether or not they meet standards for qualification, or who want training guidance with reference to specified objectives, may request Panel consideration. In either case, the procedure is as follows:

1. Submission of a form entitled, Request for Qualifications Review and Placement Panel Consideration, copies of which may be obtained from the Language and Area School/TR, Room 2129, Eye Building, extension 8015.
2. Completion of the Professional Employees Testing Battery.
3. If language training is being considered, completion of the Foreign Language Aptitude Test Battery.
4. Submission of a copy of academic record for education above high school.

Submission of the request (1. above) does not constitute a request for training, nor does it commit an individual to take training or his office to release him for training. Panel certification that an individual is qualified does not assure that a training request will be approved; nor does certification of qualifications for a particular course automatically constitute certification for any other course.

Panels meet regularly on the 4th Thursday of each month; all tests must be completed, and notification of desire for Panel consideration must reach LAS/TR, at least 2 weeks prior to that day. Supervisors and appropriate Training Officers will be invited to serve as members of Panels that consider persons of concern to them.

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Courses, Activities, and Programs

NON-CIA LANGUAGE TRAINING OPPORTUNITIES

FULL-TIME COURSES

For specific information concerning the Schools and courses described below, please call the Language and Area School/TR. If you plan to register, your request for consideration by an OTR Qualifications Review and Placement Panel should be made to LAS/TR as soon as possible and not later than 1 September; call extension 8015.

1. Foreign Service Institute (FSI), Department of State:

Full-time training in these languages is not available in CIA. The FSI, however, offers full-time training, beginning 1 November 1957, concluding 31 July 1958, as follows:

Burmese	Cambodian	Turkish	Bulgarian
Thai	Hindi	Czech	Finnish
Vietnamese	Urdu	Hungarian	Polish
Indonesian	Greek	Romanian	Serbo-Croatian

2. Navy Language School (NLS), Anacostia, D. C.:

CIA will provide full-time training in these languages, if a minimum of 4 students guarantee registration. The FSI offers "short" courses in these languages; the NLS, however, offers complete full-time training, as follows:

<u>Italian</u>	Jan 58 - Jun 58	<u>Portuguese</u>	Jan 58 - Jun 58
(5 1/4 mo.)	Jul 58 - Dec 58	(5 1/4 mo.)	Jul 58 - Dec 58
		<u>Spanish</u>	Jan 58 - May 58
		(4 1/2 mo.)	Jul 58 - Nov 58

3. Army Language School (ALS):

Full-time training in these languages is not available in CIA, FSI, or NLS. The ALS, however, offers complete full-time training as follows:

<u>Korean</u>	Nov 57 - Jul 58	<u>Lithuanian</u>	Jan 58 - Nov 58
(37 wks)	Jan 58 - Sep 58	(47 wks)	
	Apr 58 - Dec 58	<u>Slovene</u>	Jan 58 - Nov 58
	Jun 58 - Feb 59	(47 wks)	Jun 58 - Apr 59

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INTEGRATED LANGUAGE/AREA STUDYCHINA, # 19 SEPTEMBER TO 15 NOVEMBER

This course will be given Mondays, Wednesdays, and Fridays, from 0900 to 1100 hours, in Room 2524, Quarters Eye. Applications for registration must be received by the Registrar, Office of Training, on or before 26 August.

This course is intended for personnel whose chief area of interest is China. It deals with the following general topics: the geography of China; the traditional Chinese society; the rise of the modern Chinese state; the struggle for power between the Communists and the Kuomintang; Taiwan; the political organization of the People's Republic of China; foreign policy of China since 1949; and China's position in the world today.

SCHEDULE

Monday	9 September	The geography of China: physical geography, climate, resources
Wednesday	11 September	The geography of China (continued): agriculture, traditional industry, population, cities, trade patterns.
Friday	13 September	Traditional Chinese society
Monday	16 September	Traditional Chinese society (continued)
Wednesday	18 September	The Chinese language, Chinese literature and art
Friday	20 September	Chinese history prior to the 19th century
Monday	23 September	China in the 19th century: internal stagnation and reform
Wednesday	25 September	Chinese relations with the outside world prior to 1912--encroachments of Japan and the Western Powers on China
Friday	27 September	Discussion period: China to 1912
Monday	30 September	The Chinese Revolution and the struggle for the unification of China, 1912-1927

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Wednesday	2 October	The Chinese Revolution and the struggle for the unification of China (continued)
Friday	4 October	China under the Kuomintang: political and social reforms, development of industry, struggle against the Communists and the Japanese, 1927-1945
Monday	7 October	China under the Kuomintang (continued)
Wednesday	9 October	The rise of the Communist Party in China; Chinese Communist participation in the Canton and Hankow Nationalist governments; Chinese policies during the '30's; Juichin and Yen-an.
Friday	11 October	The rise of the Communist Party (continued)
Monday	14 October	The Kuomintang-Communist struggle for power, 1945-1949; the roles of the US and the USSR
Wednesday	16 October	The Kuomintang-Communist struggle (continued)
Friday	18 October	Discussion period: China under the Kuomintang
Monday	21 October	The People's Republic of China: its political organization
Wednesday	23 October	Communist reorganization of traditional Chinese society
Friday	25 October	Communist reorganization of Chinese agriculture: the five-year plans
Monday	28 October	Communist reorganization of Chinese industry: the five-year plans
Wednesday	30 October	Chinese Communist ideology: Mao's contributions to Marxism-Leninism
Friday	1 November	China's foreign policy since 1949; relations with the USSR and the other communist states
Monday	4 November	China's foreign policy since 1949: relations with the US and the Western Powers; China's role in the Korean War

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Wednesday	6 November	Taiwan: a geographical and historical survey
Friday	8 November	Taiwan since 1945: The Kuomintang government of Taiwan; Taiwan and the PRC; Taiwan and the US
Monday	11 November	China's strategic position and political, economic and military potential
Wednesday	13 November	Discussion period: China in the world today
Friday	15 November	Final examination

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NOONTIME MOVIE PROGRAM

AUGUST AND SEPTEMBER

You are invited to attend the various foreign language and English films to be shown in Room 1-82, Quarters Eye, (or the [redacted] Auditorium), at 1200 hours as scheduled below. Films of both entertainment and **factual types** are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally, if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call [redacted] extension 2381. You will, of course, wish to arrange with your supervisor for authorization to attend those films which require time in excess of your lunch hour.

12 August Monday Spanish film: "A Gallega in Mexico" 106 min.

13 August Tuesday Polish Newsreels and Documentary shorts: E7010, 10 min.; E6034, 26 min.; E6032, 10 min.; E6031, 11 min.; E6030, 11 min.

14 August Wednesday Russian film: "The Bogatyr Goes to Marto" H6139, 86 min. (Story of International Sabotage)

15 August Thursday German Newsreels

19 August Monday Rumanian film: "Life Triumphant" D6329, 93 min. (Story of Early Days of Communism in Rumania)

21 August Wednesday German Newsreels

22 August Thursday Chinese film: "The Watch" D6237, 120 min. (Anti-nationalist Propaganda film with Shanghai Setting) [redacted] Auditorium)

27 August Tuesday Polish Documentaries and Newsreels: D6541; D6542; D6543; 40 min.

28 August Wednesday Russian film: "Soldier Ivan Brovkin" J6086, 90 min. (Kolkhoz work "makes a man" of a shiftless Russian GI)

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29 August Thursday	Polish Newsreels and Shorts
5 September Thursday	German Newsreels
10 September Tuesday	Italian film: "Pact with the Devil" B0064, 80 min. (Shown at Venice Film Festival, 1949)
11 September Wednesday	Russian Newsreels
17 September Tuesday	French film: "Les Maudits" B1100, 80 min. (Story of fanatic Nazi agent after fall of Germany) [REDACTED] Auditorium)
25 September Wednesday	Russian film: "Saltamat" J6199, 107 min. (Story of struggle between new and old agriculture)
30 September Monday	German film: "With Sealed Orders" B0511, 110 min. (Espionage Drama) [REDACTED] Auditorium)
3 October Thursday	Spanish film: "Underage" G7088, 106 min. (Trials and tribulations of a teen-age girl) [REDACTED] Auditorium)

25X1A

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AMERICANS ABROAD ORIENTATIONWESTERN EUROPE7 TO 11 OCTOBER

This regional-type Americans Abroad Orientation, covering all of Europe west of the Iron Curtain except [REDACTED] will be given daily from 0900 to 1200 hours in Room 2132 Eye Building.

25X1A

All personnel, as well as their adult and teen-age dependents, expecting to go to a country in this area for the first time are encouraged to attend. Applications for registration of employees must be submitted to the Registrar by 23 September so that the instruction can be tailored to the needs of enrollees. Requests for admission of dependents should be submitted by Training Officers through the Office of Security to the Chief, Language and Area School, and should include a statement that all sessions of the course are unclassified. Further information may be obtained by calling [REDACTED] extension 4437.

25X1A9a

The following tentative schedule of this course includes films which may be viewed after 1200 hours at the option of the individual enrolled.

COURSE SCHEDULE

7 October	0900 - 0915	You are introduced to the course	
Monday	0915 - 1015	Reaching Europe: processing out, packing, travel	
	1015 - 1030	Break	
	1030 - 1100	Film: [REDACTED]	25X1A
	1100 - 1145	Medical briefing - do's and don'ts	25X1A
	1145 - 1220	"Brief on [REDACTED]"	
8 October	0900 - 1010	Map Study - "Locational Orientation"	
Tuesday	1010 - 1025	Break	
	1025 - 1125	Foreign languages you will encounter	
	1125 - 1200	How to get about in Western Europe	
	1200 - 1230	Film: [REDACTED]	25X1A
		(NATO series)	

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9 October Wednesday	0900 - 1015	The Europeans - history and strategic importance to the U. S.	
	1015 - 1030	Break	
	1030 - 1145	The Europeans - national attitudes and differences, social attitudes, hints for meeting them (panel)	
	1145 - 1205	Film: "The Story of MDAP" (background of U. S. support of a free Europe)	
	1205 - 1235	Film: [REDACTED] (Britannica series)	25X1A
10 October Thursday	0900 - 1010	Practical advice on housekeeping, working conditions, shopping, dining out, entertainment (panel)	
	1010 - 1025	Break	
	1025 - 1130	What to see (color slides)	
	1130 - 1200	Session for the ladies	
	1200 - 1230	Film, as appropriate, on [REDACTED] etc.	25X1A 25X1A
11 October Friday	0900 - 0945	Legal advice	
	0945 - 1005	Film: "Will Europe Unite?"	
	1005 - 1020	Break	
	1020 - 1145	Choice of interviews with recent returnees (re individual posts), visit to LAS Library, and final interview with the instructor	
	1145 - 1200	Your critique of the course	
	1200 - 1230	Film: "Air Adventure to Europe" (color)	

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INTEGRATED LANGUAGE/AREA STUDY

USSR

23 SEPTEMBER TO 20 DECEMBER

This course will be given Mondays, Wednesdays, and Fridays, from 0830 to 1030 hours, in Room 2823, Quarters Eye. Application for registration must be received by the Registrar, Office of Training, on or before 9 September.

This course is designed to increase background knowledge of the USSR and to improve the student's knowledge of the Russian language. Lectures and assignments will be based on area materials, including geography, history, economics, politics, literature, art, army and navy, etc.

The student must have completed a minimum of two years part-time or 9 months full-time study of Russian, or the equivalent, as a prerequisite to enrolling in this course. An interview with the instructor, [REDACTED] 25X1A9a Room 1924, Quarters Eye, extension 3239, is required of applicants.

SCHEDULE

Monday	23 September	Geography of the USSR
Wednesday	25 September	Ethnography of the USSR
Friday	27 September	The Russian Plain before the formation of of the Russian State.
Monday	30 September	Kiev Russia. Novgorod Russia
Wednesday	2 October	Rostov-Suzdal Russia
Friday	4 October	Ancient Russian Literature (tale of the Host of Igor, etc.)
Monday	7 October	Film: Sadko
Wednesday	9 October	The Rise of Moscow.
Friday	11 October	The Great Lithuanian Principality
Monday	14 October	The Epoch of Ivan the Terrible
Wednesday	16 October	Film: Ivan the Terrible
Friday	18 October	The Time of Troubles

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Monday	21 October	Film
Wednesday	23 October	Russia in the 17th Century
Friday	25 October	Film: Bogdan Khmelnitsky
Monday	28 October	Russian Literature of the Moscow Period
Wednesday	30 October	The Epoch of Peter the Great
Friday	1 November	Film: Peter I
Monday	4 November	The Era of court revolutions (1725-41). Reign of Elizabeth
Wednesday	6 November	The Era of Catherine the Great
Friday	8 November	Film: Ushakov
Monday	11 November	Holiday
Wednesday	13 November	Film: Suvorov
Friday	15 November	Russian Literature of the age of Catherine the Great
Monday	18 November	The Reign of Alexander I
Wednesday	20 November	Film: The year 1812
Friday	22 November	The Reign of Nicholas I
Monday	25 November	The "Golden Age" of Russian Literature
Wednesday	27 November	Film: Admiral Nakhimov
Friday	29 November	The Reign of Alexander II - Era of Great Reforms
Monday	2 December	Russian Music of the 19th Century
Wednesday	4 December	Film: Bolshoi Konzert
Friday	6 December	Foreign Policy of Alexander II. The Revolutionary movement
Monday	9 December	Russian Literature of 2nd half of the 19th Century

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Wednesday	11 December	The End of the 19th and the Beginning of the 20th Century
Friday	13 December	Russian Expansion into Siberia and the Far East
Monday	16 December	Film: The Cruiser Varyag
Wednesday	18 December	The Revolution of 1905 and the Duma
Friday	20 December	Russian Literature on the eve of the Revolution

S-E-C-R-E-T

REGISTRAR'S REMINDERS

For information regarding courses and registration procedure, read your office copy of the OTR Catalog and your OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates follow. [Please check with your Training Officer regarding his special deadlines for applications]:

	<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
	Intelligence Orientation (R&S Auditorium)	B-3	26 Aug 23 Sept	3 Sept - 27 Sept 30 Sept - 25 Oct
25X1A	Administrative Procedures (136 [REDACTED])	B-4	3 Sept 28 Oct	9 Sept - 27 Sept 18 Nov - 6 Dec
25X1A	(See your OTR Catalog) (136 [REDACTED])	B-5	23 Sept	30 Sept - 1 Nov
25X1A	Basic Supervision (GS 5-7) (0830 - 1230 hours, daily) (155 [REDACTED])	B-7	3 Sept	9 Sept - 20 Sept
25X1A	Basic Supervision (GS 9-11) (0830 - 1230 hours, daily) (155 [REDACTED])		30 Sept	7 Oct - 18 Oct
25X1A	Basic Management (GS 12-14) (0830-1230 hours, daily) (155 [REDACTED])	B-8	16 Sept	23 Sept - 4 Oct
	Clerical Refresher Program (Hours to be arranged) (Room 508, 1016 16th St)	B-12 to B-19	3 Sept 7 Oct	9 Sept - 4 Oct 14 Oct - 8 Nov

Pre-testing for the Clerical Refresher Program is scheduled for 5 September and 10 October in Room 508, 1016 16th Street as follows:

0900 - 1000 Typing 1000 - 1100 Shorthand 1100 - 1200 English Usage

S-E-C-R-E-T

<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
Instructional Techniques (2011 R&S)	B-20	3 Sept	9 Sept - 14 Sept
Dependents' Briefing (117 Central Bldg)	B-23	(See your Training Officer)	10 Sept - 11 Sept
Party Organization & Operations (0830-1230, daily) (2202 Alcott)	C-2	23 Sept	30 Sept - 25 Oct
Intelligence Techniques (2027 R&S)	I-1	23 Sept	30 Sept - 25 Oct
Effective Speaking (0930-1130, Mon,Wed) (2025 R&S)	I-5	5 Sept	9 Sept - 18 Sept
Writing Workshop (0900-1200 hours, 1st wk: Mon,Tues,Thurs last 2 wks: Tues,Thurs) (2026 R&S)	I-6	3 Sept	9 Sept - 4 Oct
Reading Techniques (Hours to be arranged) (2402 Alcott)	I-7	21 Oct	28 Oct - 22 Nov
Reading Techniques- Executive (Workshop) (Hours to be arranged) (2402 Alcott)		16 Sept	23 Sept - 4 Oct
Intelligence Research(Maps) (0900-1200, Mon,Wed,Fri) (2029 R&S)	I-12	3 Sept	*9 Sept - 27 Sept
("O" course titles are listed only in <u>OTR</u> <u>Catalog 100-1</u>)	O-1	16 Sept	30 Sept - 31 Jan
	O-2	19 Aug	3 Sept - 11 Oct
	O-4	9 Sept	16 Sept - 4 Oct
	O-6	19 Aug	26 Aug - 20 Sept
	O-10	16 Sept	23 Sept - 11 Oct

S-E-C-R-E-T


<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
	O-13	23 Sept	7 Oct - 25 Oct
	O-15	9 Aug	19 Aug - 6 Sept
		12 Nov	18 Nov - 6 Dec
	O-16	5 Aug	3 Sept - 15 Oct
	O-25	19 Aug	26 Aug - 13 Sept

*PLEASE BE SURE TO MAKE THESE CHANGES ON THE LONG-TERM SCHEDULE OF COURSES (FOLD-OUT CHARTS) IN THE BACK OF YOUR OFFICE COPY OF THE OTR CATALOG

S-E-C-R-E-T

AREA TRAINING

Applications for Area, Part-Time Language, and Integrated Language/Area Study training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>Americans Abroad Orientations:</u>		
	12 Aug	26 Aug - 30 Aug
	2 Sept	16 Sept - 23 Sept
	9 Sept	23 Sept - 27 Sept
	16 Sept	30 Sept - 4 Oct
	23 Sept	7 Oct - 11 Oct
<u>Basic Country Surveys:</u>		
China	26 Aug	9 Sept - 15 Nov
Germany	1 Oct	15 Oct - 19 Dec
Philippines	27 Dec	13 Jan - 21 Feb 58 (Formerly 7 Oct)
<u>Regional Surveys:</u>		
Asia (Economic Factors)	23 Sept	8 Oct - 14 Nov
East Asia	7 Oct	4 Nov - 10 Jan 58 (Formerly 21 Oct)
<u>Current Problems Seminar:</u>		
Asia (Political Systems)	26 Aug	9 Sept - 18 Oct (Formerly 22 July)
<u>Integrated Language/Area Studies:</u>		
China	26 Aug	9 Sept - 15 Nov (Formerly 8 July)
U.S.S.R. (In Russian)	9 Sept	23 Sept - 20 Dec (Formerly 16 Sept)
Germany	30 Sept	14 Oct - 20 Dec

S-E-C-R-E-T

25X1A

S-E-C-R-E-T

FULL-TIME LANGUAGE TRAINING

Applications for Full-Time Language courses should be submitted at least 6 weeks, and preferably 3 months, prior to the beginning dates of the courses. Qualifications of all applicants are considered by OTR Qualifications Review Panels prior to approval for training.

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>Basic</u>		
Chinese	19 Aug	30 Sept - 29 Aug 58
French	19 Aug	30 Sept - 28 Feb 58
German	19 Aug	30 Sept - 28 Feb 58
Italian	19 Aug	30 Sept - 28 Feb 58
Japanese	19 Aug	30 Sept - 27 June 58
Romanian	19 Aug	30 Sept - 28 Feb 58
Spanish	19 Aug	30 Sept - 28 Feb 58
<u>Intermediate</u>		
Chinese	30 Aug	14 Oct - 24 Jan 58
German	30 Aug	14 Oct - 20 Dec

PART-TIME LANGUAGE TRAINING

<u>Arabic</u>		
Basic Reading	9 Sept	23 Sept - 11 July 58 (Formerly 1 July)
<u>Chinese</u>		
Basic Reading, Speaking, Writing	30 Sept	14 Oct - 1 Aug 58
Intermediate Reading, Speaking, Writing	30 Sept	14 Oct - 1 Aug 58
<u>French</u>		
Basic Speaking	30 Sept	14 Oct - 14 Mar 58
Intermediate Speaking	30 Sept	14 Oct - 20 Dec
Basic Reading	30 Sept	14 Oct - 20 Dec

S-E-C-R-E-T

S-E-C-R-E-T

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>German</u>		
Basic Speaking	30 Sept	14 Oct - 14 Mar 58
Intermediate Speaking	30 Sept	14 Oct - 20 Dec
Basic Reading	30 Sept	14 Oct - 14 Mar 58
Workshop - Reading	30 Sept	14 Oct - 20 Dec
<u>Italian</u>		
Basic Speaking	30 Sept	14 Oct - 14 Mar 58
Intermediate Speaking	30 Sept	14 Oct - 20 Dec
Basic Reading	30 Sept	14 Oct - 20 Dec
<u>Japanese</u>		
Basic Reading, Speaking, Writing	20 Aug	3 Sept - 20 June 58
Intermediate Reading, Speaking, Writing	20 Aug	3 Sept - 20 June 58
Advanced Reading, Speaking, Writing	20 Aug	3 Sept - 20 June 58
<u>Portuguese</u>		
Basic Reading	30 Sept	14 Oct - 20 Dec
<u>Romanian</u>		
Basic Speaking	30 Sept	14 Oct - 14 Mar 58
Basic Reading	30 Sept	14 Oct - 20 Dec
<u>Russian</u>		
Familiarization RSW	16 Sept	30 Sept - 6 Dec
Basic Reading	16 Sept	30 Sept - 9 May 58
Intermediate Reading	16 Sept	30 Sept - 9 May 58
Intermediate Reading - Scientific	16 Sept	30 Sept - 24 Jan 58
Basic Speaking	16 Sept	30 Sept - 9 May 58
<u>Spanish</u>		
Basic Speaking	30 Sept	14 Oct - 14 Mar 58
Intermediate Speaking	30 Sept	14 Oct - 20 Dec
Basic Reading	30 Sept	14 Oct - 20 Dec
<u>Uzbek</u>		
Basic Speaking	16 Sept	30 Sept - 9 May 58

S-E-C-R-E-T

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OTR AND AGENCY TRAINING OFFICER DIRECTORIES

OFFICE OF TRAINING

		<u>Ext.</u>	<u>Room & Building</u>	
Director of Training	Matthew Baird	3521	11,	
Deputy Director of Training		3521	11,	
Plans & Policy Staff		3531	4,	25X1A6d
Support Staff		3732	8,	
Assessment & Evaluation Staff		8307	1331A, R & S	
Junior Officer Training Program		3514	2413, Alcott	
Intelligence School		3832	2009, R & S	
School of International Communism & the USSR		2428	2204, Alcott	
Operations School		3102	201C,	25X1A6d
Language & Area School		8015	2129, Eye	
Proficiency Testing		4640	2623, Qtrs. Eye	
Eastern Studies		3275	2518, Qtrs. Eye	
Western Studies		4437	2129, Eye	
Registrar/TR		4005	1104, Alcott	
Deputy Registrar/TR		4005	1106, Alcott	
Processing Section		3731	1107, Alcott	
Information Section				
<u>Editor, OTR Bulletin</u>		<u>4625</u>	<u>1102, Alcott</u>	

25X1A9a

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~~CONFIDENTIAL~~DD/I TRAINING OFFICERS

Special Asst. for DD/I

641 347, Admin

O/DDI

703 354, Admin

OCR

4443 350, 26th St.

ORR

2413 1003, M
4533 1007, M

ONE

552 105, Admin

OCI

749 2052, Q
2650 2052, Q

OSI

8326 1713, Barton

OBI

2521 126, [REDACTED] 5X1A6d

OO

CONTACT
SOVMAT795 402, 1717 H
2265 523, 1717 H
2993 410, 1717 H
2926 414, 1717 H

FDD

586 2021, [REDACTED]
3016 2029, [REDACTED] 25X1A6dDD/S TRAINING OFFICERS

Special Asst. for DD/S

2228 222, East

Audit

2247 1133, Eye

Management

4183 555, 1717 H

Medical

3348 1303, J

Communications

2976 2308, Eye

Comptroller

4454 1039, Alcott

Logistics

4134 2c-49, Qtrs. Eye

Personnel

4353 249, Curie

Security

8151 2514, Eye

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TITLE	Reading Techniques - Executive (Workshop)
OBJECTIVES	To inform senior personnel concerning efficient reading techniques, and to lay the groundwork for improved reading understanding, speed, and retention
PREREQUISITES	Secret clearance Interview with instructor
ENROLLMENT	5 to 11
DURATION	2 weeks, 2 hours per day (20 hours)
LOCATION	Headquarters

This course briefly reviews and clarifies reading techniques for effective intelligence reading. Senior personnel can gain ideas to organize their own reading time better, and to advise subordinates concerning the application of good reading principles.

The course sets forth the same principles of effective reading as does the Reading Techniques course, emphasizing flexibility in reading different subjects for different purposes. Lectures, discussion and practice exercises applying the techniques to intelligence reports, Agency regulations, magazine articles, and dispatches instruct the student in efficient reading methods.

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TITLE	Party Strategy and Tactics
OBJECTIVE	To analyze the strategic and tactical problems confronting Communist Parties in the Free World, and to provide concrete knowledge, using case histories, of the techniques which they use to expand their strength and influence
PREREQUISITES	Top Secret clearance <u>Introduction to Communism Phase of Intelligence Orientation</u> , or equivalent
ENROLLMENT	10 to 20
DURATION	2 weeks, half-time (40 hours)
LOCATION	Headquarters

This course offers a broad analysis of the strategic programs and tactical methods developed by Free World Communist Parties and their relationship to the International Communist program. It provides both the Communist interpretations of the aims and methods of Communist Parties operating in the political contexts of the nations of the Free World, and descriptive data concerning the actual scope and nature of Communist Party activities. It is available to intelligence officers throughout the Agency who are concerned with the general problem of analyzing and evaluating the political strength of Communist Parties.

Following a brief review of Communist organizational principles, the structure of International Communism and of a typical national Communist Party, and the functions of major Party components, this course concentrates primarily upon a detailed analysis of the development of Party programs and the extra-Party activities employed in carrying out those programs. The course includes a series of basic readings, lecture-discussions, and the preparation of a brief analytical paper.

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*The time to guard against
corruption and tyranny is
before they have gotten a
hold on us.*

Thomas Jefferson



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